

**MEETING ACTION NOTES**

Bert Robinson (Chair), Brenda Otey, Bobbie  
Fischler  
Tom Manheim, Lisa Herrick, Walter Rossmann,  
Suzanne Hutchins

**November 19, 2007****12:45 pm – 2:45 pm****T-1753**

<b>Agenda Item #</b>	<b>Description of Action Taken/Action Item</b>	<b>Owner's Name (if applicable)</b>	<b>Target Date (if applicable)</b>
A.1.	Old Business: The Subcommittee lacked a quorum until 1:30pm.  The Subcommittee directed L. Herrick to draft language for the balancing test that presents both sides of the argument.		
B.1.	Old Business: The Subcommittee discussed Chair Robinson's memo dated October 31, 2007, related to "drafts" and "personnel" exemptions, particularly drafts "normally kept on file." L. Herrick was directed to draft language and bring back to the next Subcommittee meeting.  Chair Robinson discussed his November 14, 2007 memo related to "Litigation" and "Bids and Proposals" exemptions. Chair Robinson stated that he would like to find language that encourages the release of Attorney-Client communication but not require it.  Discussion to be continued to the December 3, Subcommittee meeting.		
B.1.	New Business: The Subcommittee deferred this item to their next meeting.		
C.	No action		
D.	Next Meeting: December 3, 2007. The Subcommittee also agreed to meet on the following dates: November 26, December 17, and January 14, 2008.		
E.	Public Comment: Betsy Graves		